

Nurses Specifications

RN Qualifications: Registered Nurse

RN Duties

1. Observe/Monitor students in the medical clinic or sick call area in order to maintain control and account for students.
2. Examine/Administer nursing care to students using medical equipment and approved procedures. Take blood and urine samples, throat and wound cultures as needed following established procedures and/or oral and written instructions from supervisor in order to determine what medical treatment, if any, is needed and to refer for further care to the campus medical clinic and/or doctor.
3. Administer nursing care using prescription and standing order medications and medical supplies such as ice packs, hot packs, crutches, injections, splints, butterfly strips and wound dressings following established procedures and/or oral and written instructions from supervisor in order to meet the medical needs of the students.
4. Prepare/Record/Deliver daily medications for students, making duplicate copies of medical sheets for each dorm, preparing medications by unit dose, packaging medication each time dosage is given. Recording student's name, date, prescription, type of medication and amount to be given and oral/written instructions for supervisor, in order to meet the medical needs of the students, to follow doctor's orders and to document individual student dosage.
5. Record information such as nursing notes, individual student charts, controlled substance medication count, daily clinic log, daily medication given, and employee attendance sheets, written and oral instructions from supervisor in order to document medical complaints and treatments, students seen at the infirmary, and actual hours worked.

***All reimbursement will be at the flat hourly rate**

LPN Qualifications: Licensed Practical Nurse

LPN Duties:

1. Administer medication to students, as instructed by physicians, and record the administration. Establish procedures and supervisors.
2. Assist the clinic staff and physician during medical examinations when necessary in order to provide health care to students with no delay.
3. Make necessary referrals to charge nurse so that all students receive proper treatment in a timely manner.
4. Check first aid boxes for listed supplies so that no unit is without supplies needed to perform initial first aid on students.
5. Receive and carry out verbal/written orders effectively so that all students receive necessary treatment, as prescribed by physician and nurse, with no errors.
6. Perform laboratory procedures such as collect blood, urine, sputum, feces and throat and wound cultures so that information is available to charge nurse and physician as needed.
7. Follow-up on students' complaints with first aid measures according to standing orders so that no student goes without necessary treatment.
8. Chart daily and accurately all students seen at the clinic.
9. Supervise students cleaning the clinic area so that students are in eye sight at all times to prevent them from picking anything up that could injure or harm themselves or others.
10. Keep all clinic areas clean in order to maintain a safe and sanitary environment. Keep all supplies well stocked to assure availability when needed.

***All reimbursement will be at the flat hourly rate**

RN & LPN Work Experience Requirements: Applicants must have a minimum of one year recent supervised work experience in the last three years within their current classification.

RN & LPN Licensing Requirements: Applicants must be licensed by the Alabama Board of Nursing.

RN & LPN Work Schedule: A 40 hour work week, Holiday work and overtime schedule will be established by the facility. It is understood that no individual nurse will be scheduled by the vendor to work more than 40 hours, and that the vendor will provide a pool of nurses to meet the Department's needs.

RN Billing Rate per Hour: _____

RN On-Call Rate per Hour: _____

LPN Billing Rate per Hour: _____

LPN On-Call Rate per Hour: _____

This bid is for all or none of the facilities listed below

Companies that can service all five (5) facilities are preferred but the inability of a company to serve the Thomasville Campus does not prevent that company from supplying a bid for the remaining four (4) facilities.

Please indicate below (by circling either YES or NO) if you can service the Thomasville Campus. YES / NO

Locations:

Chalkville Campus
5849 Old Springville Road
Pinson, AL 35126

Vacca Campus
8950 Roebuck Blvd
Birmingham, AL 35206

Mt. Meigs Complex
1000 Industrial School Road
Mt. Meigs, AL 36057

Autauga Campus
1601 County Road 57
Prattville, AL 36067

Thomasville Campus
2109 Bashi Road
Thomasville, AL 36784